

# Instructions

Please complete the sample resolution provided below by replacing all of the placeholder fields (such as the (PUBLIC BODY APPLICANT)) with valid information. Then, **print and sign** a copy to be mailed to DRPT. It is permissible for grant applicants to prepare their own resolutions as long as they contain all of the clauses included in the sample resolution.

**Please note:** It is permissible for grant applicants to prepare a single resolution that authorizes all applications for financial assistance for the fiscal year. Alternatively, grant applicants may prepare a separate resolution for each category of grant application (ex. formula assistance, capital assistance, demonstration grants, etc.)

*The sample Authorizing Resolution provided within this package or an equivalent resolution as prepared by the Grant Applicant must be approved by the Applicant's Governing Board, signed and returned as hard copies to DRPT to the following address no later than **February 1, 2008**.*

Virginia Department of Rail and Public Transportation  
**Attn: Grant Application Department**  
1313 East Main Street, Suite 300  
Richmond, Virginia 23218-0590



<http://www.drpt.virginia.gov>  
<https://olga.drpt.virginia.gov>

# Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the (GOVERNING BODY OF APPLICANT) that the (DESIGNATED OFFICIAL OF THE APPLICANT) is authorized, for and on behalf of the (PUBLIC BODY APPLICANT), hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$ \_\_\_\_\_ to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize (DESIGNATED OFFICIAL OF THE APPLICANT) to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The (GOVERNING BODY OF APPLICANT) certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$ \_\_\_\_\_, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting (TITLE OF OFFICER) of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the (GOVERNING BODY OF APPLICANT) held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

If applicant has an official seal  
(Official Seal goes here)

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

\_\_\_\_\_  
(Date)